

Retention and Classification Report

Agency: Piute County (Utah). County Clerk (782)

Piute County Courthouse
550 North Main, P.O. Box 99
Junction, UT 84740

Records Officer

13085	Claims
26555	Marriage License Register
84047	Marriage license applications
84046	Marriage licenses
13088	Payroll records
13089	Warrant registers

AGENCY: Piute County (Utah). County Clerk

SERIES: 13085

TITLE: Claims

DATES: 1924-

ARRANGEMENT: none

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Piute County (Utah). County Clerk

SERIES: 26555

3

TITLE: Marriage License Register

DATES: 1936-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a register of all marriage licenses issued. The county clerk shall "keep a register of marriage as provided by law" (UCA 17-20-4(1)(1995)). The register usually contains the following information: certificate number; month, date, year license issued; name and age of female; name and age of male; name of person officiating at wedding; book and page marriage recorded; license number; and remarks (usually the type of service).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 26.

AUTHORIZED: 05/01/2007

FORMAT MANAGEMENT:

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AGENCY: Piute County (Utah). County Clerk

SERIES: 26555

TITLE: Marriage License Register

(continued)

APPRAISAL:

Administrative Historical Legal

AGENCY: Piute County (Utah). County Clerk

SERIES: 84047

4

TITLE: Marriage license applications

DATES: 1921-

ARRANGEMENT: Chronological, thereunder numerical by application number

DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Records Center permanently.

AGENCY: Piute County (Utah). County Clerk

SERIES: 84046

4

TITLE: Marriage licenses

DATES: 1887-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center permanently.

APPRAISAL:

AGENCY: Piute County (Utah). County Clerk

SERIES: 84046

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13088

3

TITLE: Payroll records

DATES: 1961-

ARRANGEMENT: alphanumerical

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/29/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in Archives for 65 years and then destroy.

Microfilm duplicate: Retain in Archives for 65 years and then destroy.

AGENCY: Piute County (Utah). County Clerk

SERIES: 13088

TITLE: Payroll records

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Piute County (Utah). County Clerk

SERIES: 13089

3

TITLE: Warrant registers

DATES: 1969-

ARRANGEMENT: none

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by county. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 28.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL: